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ABSTRACT

This document is intended to serve as a guide for institutions in the development of data bases to support the implementation of planning and management systems. This publication serves to identify and describe those facilities-related data elements: (1) required to support current National Center for Higher Education Management Systems (NCHEMS) products; (2) anticipated as being required for future NCHEMS products; and (3) commonly maintained by institutions for operational and reporting purposes. It should be emphasized that the data categories and definitions suggested represent common usage except in those identified instances for which accepted national standards exist. (Author/HS)

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NCHEMS
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DATA ELEMENT DICTIONARY: FACILITIES

PRELIMINARY DRAFT
for review purposes only

Second Edition
Technical Report 30

DATA ELEMENT DICTIONARY: FACILITIES

TECHNICAL REPORT 30

National Center for Higher Education Management Systems at WICHE

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The Western Interstate Commission for Higher Education (WICHE) is a public agency through which the 13 western states work together

. . . to increase educational opportunities for westerners.

. . . to expand the supply of specialized manpower in the West.

. . . to help universities and colleges improve both their programs and their management.

. . . to inform the public about the needs of higher education.

The Program of the National Center for Higher Education Management Systems at WICHE was proposed by state coordinating agencies and colleges and universities in the West to be under the aegis of the Western Interstate Commission for Higher Education. The National Center for Higher Education Management Systems at WICHE proposes in summary:

To design, develop, and encourage the implementation of management information systems and data bases including common data elements in institutions and agencies of higher education that will:

- provide improved information to higher education administration at all levels.
- facilitate exchange of comparable data among institutions.
- facilitate reporting of comparable information at the state and national levels.

DATA ELEMENT DICTIONARY: FACILITIES

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Technical Report No. 30

1972

James S. Martin

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ABSTRACT

The preliminary draft of the second edition of the Data Element Dictionary has been prepared by the NCHEMS staff under the guidance of the project Task Force. The Task Force has reviewed this document and has recommended that it be distributed to the higher education community for purposes of soliciting comments and suggestions for improvements.

This document is intended to serve as a guide for institutions in the development of data bases to support the implementation of planning and management systems. This publication serves to identify and describe:

1. Those data elements required to support current NCHEMS products.
2. Certain data elements anticipated as being required for future NCHEMS products.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.

It should be emphasized that the data categories and definitions suggested represent common usage except in those identified instances for which accepted national standards exist, e.g., U.S. postal code abbreviations for states of the U.S. and zip codes. In those few cases where more than one set of categories and definitions are commonly used, alternative choices have been provided.

Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories.

The definitions of data elements included in this publication will be revised to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere.

It should also be emphasized that this document does not contain the complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements.

PREFACE

The preliminary draft of the second edition of the Data Element Dictionary has been prepared by the NCHEMS staff under the guidance of the Data Element Dictionary Task Force. The Task Force has reviewed this document and has recommended that it be distributed to the higher education community for the purposes of soliciting comments and suggestions for improvements.

We urge the readers to review this document and forward their comments, criticisms, and suggestions directly to the author or members of the staff by March 1, 1973.

Ben Lawrence
Director

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This second edition of the Data Element Dictionary is the product of the efforts of many individuals. In particular, we are indebted to the members of the Data Element Dictionary Task Force, who generously contributed their time and efforts in the development of this edition:

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TABLE OF CONTENTS

Chapter		Page
I.	INTRODUCTION	1
II.	DICTIONARY ORGANIZATION AND FORMAT	5
III.	INDICES	9
IV.	FACILITY DATA ELEMENTS	15
V.	BUILDING DATA ELEMENTS	29
VI.	ROOM DATA ELEMENTS	41

APPENDICES

1.	STANDARD FORMAT FOR CALENDAR DATE	55
2.	STANDARD ROOM USE CATEGORIES	57
3.	SUGGESTED COBOL PICTURES	87
4.	CHANGES FROM FIRST EDITION	89

REFERENCES 93

CHAPTER I

INTRODUCTION

The primary mission of the National Center for Higher Education Management Systems (NCHEMS) at WICHE is to assist higher education institutions and agencies with the development of improved resource allocation and management systems.

To meet these objectives, the Center has undertaken the development of:

1. Procedures for making information available to assist higher education administrators with internal management.
2. Analytical methods and tools.
3. Procedures to facilitate the exchange of comparable data among institutions and agencies of higher education.

The purpose of these procedures and tools will be to assist decision makers in institutions and agencies of higher education in improved analysis, planning, and resource allocation.

All of the developmental tasks mentioned above require the availability of data. Because of this requirement, many institutions can use guidance in identifying those data that should be available. The Data Element Dictionary (DED) is an attempt to respond to this need.

This publication serves to identify and describe:

1. Those data elements required to support current NCHEMS products.
2. Certain data elements anticipated as being required for future NCHEMS projects.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.

The first edition of the Data Element Dictionary (Thomas, 1970) was the first product produced by the Center and as such concentrated on forecasting data elements that would be supportive of other NCHEMS efforts in the area of developing planning and management systems. The second edition of the Data Element Dictionary has incorporated changes to the first edition resulting from:

1. Reactions to the first edition by the higher education community.
2. The development of other related NCHEMS products.
3. Further efforts of the DED Task Force and Center staff in developing data bases for higher education information systems.

Elements appearing in the first edition of the Data Element Dictionary have been retained with the exception of a few data elements that the Data Element Dictionary Task Force felt were no longer appropriate.

Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories, i.e.,

values and definitions of those values within each data element. Data categories and definitions suggested represent common usage except in those identified instances for which national standards exist, e.g., U.S. postal code abbreviations for states of the U.S. and zip codes. In those few cases where more than one set of categories and definitions are commonly used, alternative choices have been provided.

The definitions of data elements included in this publication will be revised when appropriate to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere. In particular, the Information Exchange Procedures project will be specifying values and definitions of those values for many of the data elements.

This document does not contain the complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements.

An attempt has been made to restrict the Data Element Dictionary to only basic elemental (i.e., nonderivable) data elements. In a few cases where derived data elements were typically found to be stored by many institutions, these have also been included.

The complete Data Element Dictionary will be released in the five sections listed below:

1. Course-Related Elements
2. Facilities-Related Elements
3. Finance-Related Elements
4. Staff-Related Elements
5. Student-Related Elements

These five sections do not represent specific institutional files; rather, they represent logical groupings of data items that are separated for purposes of presentation.

CHAPTER II

DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to the physical facilities of an institution.

For purposes of the Data Element Dictionary, a facility is defined as:

> *Any physical structure or space required by the institution for the performance of its programs and related activities. Included are parking areas, outdoor playing areas, buildings, parks, rooms, service areas, agricultural fields, and landscaped areas.*

In addition, a building is defined as:

> *One type of facility; a structure with a floor and a roof for permanent or temporary shelter of persons, animals, or equipment.*

Also, a room is defined as:

> *A walled or partitioned usable space within a building which has 6'6" headroom or greater, which has walking access, and which can be occupied.*

The definitions contained within this document are consistent with those found in the Higher Education Facilities Inventory and Classification Manual (Romney, 1972) and Classification of Building Areas (1964). The facilities-related data elements identified in this section of the Data Element Dictionary have been grouped into three data blocks for convenient presentation and examination. The numbers attached to the elements are intended only to facilitate identification and location of the elements and have no implication for standard coding practices. The three blocks of facilities-related data elements are:

1. 001 - 099 Facility Data

   This block of data elements is designed to describe characteristics common to each facility of the institution.

   Note - The data elements included within this block are typically related to those facilities that are buildings. However, many of these elements may also be applicable to other types of facilities. Data elements that are unique to nonbuilding facilities have not been included.

2. 101 - 199 Building Data

   This block of data elements contains descriptive characteristics applicable to each building of the institution.

3. 201 - 299 Room Data

   This block of data elements contains descriptive characteristics of assignable interior spaces of a building, i.e., each room within each building.

Facilities that are not buildings would have only the Facility block of data elements associated with them. However, facilities that are buildings would have the Facility Data block, Building Data block, and Room Data block associated with them. For each building, there would normally be a multiple of Room Data blocks associated with it.

The description of each data element contains the following information:

1. ELEMENT NUMBER - A three-digit number to identify each data element. The first digit of the element number defines the appropriate data block to which the data element is assigned. The other two digits merely provide a sequential identification of the data element within that data block.
2. ELEMENT TITLE - A brief identification of the data element.
3. DEFINITION - A brief description of the data element.
4. CODES OR RECORDING INSTRUCTIONS - A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions.
5. USES - An identification of various NCHEMS products that require or are likely to require this data element in the future, either where it is required in its absolute form or where it is required to derive another data element used by an NCHEMS product. Most data elements fall into this latter category. In addition, those elements required for completion of the Higher Education General Information Survey (HEGIS) are identified.

The following abbreviations are used to describe the various NCHEMS products:

Cost Finding Principles	CFP
Higher Education Facilities Inventory and Classification Manual	FICM

Higher Education Facilities Planning and Management Manuals	SAM
Information Exchange Procedures	IEP
Program Measures	PM

6. COMMENTS - Additional information that may be required to further define the data element, justify its inclusion, identify its relationship to other data elements, or identify the source of data category definitions.

7. DATE ISSUED - Indicates calendar date that NCHEMS released this version of the data element. Institutions may wish to use this space for those data elements they have added to the Data Element Dictionary.

CHAPTER III

INDICES

ALPHABETICAL INDEX

Data Element	DED No.	Page
Actual Number of Stations	206	48
Assignable Area	101	31
Assignable Square Feet	203	45
Circulation Area	104	34
Condition	009	25
Current Book Value	007	23
Custodial Area	103	33
Estimated Replacement Cost	005	21
Facility Identifier	001	17
Facility Inventory Date	012	28
Facility Name	002	18
Facility Name Abbreviation	003	19
Functional Suitability - Facility	010	26
Functional Suitability - Room	209	51
Gross Area	004	20
Initial Occupancy Date	107	37
Location	011	27
Mechanical Area	105	35
Nonassignable Area	102	32

Data Element	DED No.	Page
Number of Levels	108	38
Optimum Number of Stations	207	49
Organizational Unit	204	46
Ownership	008	24
Program Identification	205	47
Room Accessibility	210	52
Room Identifier	201	43
Room Inventory Date	212	54
Room Use	202	44
Special Features	211	53
Station Type	208	50
Structural Area	106	36
Structural Type	109	39
Year of Construction	006	22

NCHEMS PRODUCT INDEX

NCHEMS PRODUCT	DATA ELEMENT	DED NO.
COST FINDING PRINCIPLES (CFP)	Current Book Value	007
HIGHER EDUCATION FACILITIES INVENTORY AND CLASSIFICATION MANUAL (FICM)	Assignable Area	101
	Assignable Square Feet	203
	Circulation Area	104
	Condition	009
	Custodial Area	103
	Estimated Replacement Cost	005
	Facility Identifier	001
	Facility Inventory Date	012
	Facility Name	002
	Gross Area	004
	Mechanical Area	105
	Nonassignable Area	102
	Optimum Number of Stations	207
	Organizational Unit	204
	Ownership	008
	Program Identification	205
	Room Identifier	201
	Room Inventory Date	212
	Room Use	202
	Structural Area	106
	Year of Construction	006
HIGHER EDUCATION FACILITIES PLANNING AND MANAGEMENT MANUALS (SAM)	Assignable Area	101
	Assignable Square Feet	203
	Condition	009
	Facility Identifier	001
	Facility Inventory Date	012
	Facility Name	002
	Functional Suitability - Facilty	010
	Functional Suitability - Room	209
	Gross Area	004
	Nonassignable Area	102
	Optimum Number of Stations	207
	Organizational Unit	204
	Program Identification	205
	Room Identifier	201
	Room Inventory Date	212
	Room Use	202
	Station Type	208

NCHEMS PRODUCT	DATA ELEMENT	DED NO.
INFORMATION EXCHANGE PROCEDURES (IEP)	Assignable Area	101
	Assignable Square Feet	203
	Condition	009
	Estimated Replacement Cost	005
	Gross Area	004
	Ownership	008
	Program Identification	205
	Room Use	202
	Year of Construction	006
PROGRAM MEASURES (PM)	Actual Number of Stations	206
	Assignable Square Feet	203
	Program Identification	205
	Room Use	202

HEGIS INDEX

Data Element	DED No.
Assignable Square Feet	203
Current Book Value	007
Room Use	202

CHAPTER IV

FACILITIES-RELATED ELEMENTS

Facility Data

DED No.	Title
001	Facility Identifier
002	Facility Name
003	Facility Name Abbreviation
004	Gross Area
005	Estimated Replacement Cost
006	Year of Construction
007	Current Book Value
008	Ownership
009	Condition
010	Functional Suitability - Facility
011	Location
012	Facility Inventory Date

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

001
ELEMENT NUMBER

ELEMENT TITLE Facility Identifier

DEFINITION:

An institutionally defined unique identifier assigned to each facility in an inventory.

CODES OR RECORDING INSTRUCTIONS:

USES SAM, FICM

COMMENTS:

This is a linking element to the Course and Staff sections.

DATE ISSUED September 1972

002
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE Facility Name

DEFINITION:

The official institutional name for the facility.

CODES OR RECORDING INSTRUCTIONS:

Literal name.

USES SAM, FICM

COMMENTS:

DATE ISSUED September 1972

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DATA ELEMENT DICTIONARY
Facilities Related Data Elements

003
ELEMENT NUMBER

ELEMENT TITLE Facility Name Abbreviation

DEFINITION:

An abbreviation of the name of the facility.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

004
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY

Facilities Related Data Elements

ELEMENT TITLE Gross Area

DEFINITION:

The total sum of the area of the facility included within its boundaries. For buildings, the gross area is equal to the sum of the assignable area and the nonassignable area included within the outside faces of exterior walls for all stories or areas that have floor surfaces.

CODES OR RECORDING INSTRUCTIONS:

Actual gross area square footage. (Buildings)

Actual acreage. (Land)

USES FICM, SAM, IEP

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

005
ELEMENT NUMBER

ELEMENT TITLE Estimated Replacement Cost

DEFINITION:

The estimated cost to replace the facility at the time of the inventory, usually determined in terms of the cost to replace the facility* at current construction rates, and in accordance with current facility codes and standard construction methods, and current accepted practices and policies of the institution.

CODES OR RECORDING INSTRUCTIONS:

Actual dollar amount (rounded to nearest whole dollar).

USES FICM, IEP

COMMENTS:

*If the facility is a building, the estimated replacement cost should be determined in terms of the cost to replace an equivalent amount of the building's assignable floor area.

DATE ISSUED September 1972

006
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE Year of Construction

DEFINITION:

The calendar year in which the original facility was completed regardless of any later date of occupancy, as in the case of leased or rented facilities.

CODES OR RECORDING INSTRUCTIONS:

Three low-order digits of calendar year, e.g., 1972 = "972"

USES FICM, IEP

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

007
ELEMENT NUMBER

ELEMENT TITLE Current Book Value

DEFINITION:

That dollar amount carried by the institution on its financial records as the book value of the facility.

CODES OR RECORDING INSTRUCTIONS:

Actual dollar amount (rounded to nearest whole dollar).

USES CFP, HEGIS

COMMENTS:

Capital improvements would usually increase the book value of the facility.

DATE ISSUED September 1972

008
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE Ownership

DEFINITION:

The agency with which the title to the facility rests.

CODES OR RECORDING INSTRUCTIONS:

Code	Category/Definition
1	Owned Fee Simple.
2	Title vested in the institution and being paid for on an amortization schedule (regardless of whether the facility is shared with another institution or organization).
3	Title vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution. (Includes lease-purchase arrangements.)
4	Not owned by the institution, but leased or rented to the institution at a typical local rate.
5	Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.
6	Not owned by the institution, but shared with an educational organization that is not a postsecondary institution.
7	Not owned by the institution, but shared with another postsecondary educational institution.

USES FICM, IEP

COMMENTS:

The above categories and definitions are those recommended in the Higher Education Facilities Inventory and Classification Manual (Romney, 1972).

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY

Facilities Related Data Elements

009
ELEMENT NUMBER

ELEMENT TITLE Condition

DEFINITION:

The physical status and quality of the facility at the time of the inventory, based upon the best judgment of those responsible for campus development.

CODES OR RECORDING INSTRUCTIONS:

Code	Category	Definition
1	Satisfactory	Suitable for continued use with normal maintenance.
2	Remodeling-A	Requires restoration to present acceptable standards without major room use changes, alterations, modernizations, or expansion. The approximate cost of Remodeling A is not greater than 25% of the estimated replacement cost of the facility.
3	Remodeling-B	Requires major updating and/or modernization of the facility. The approximate cost of Remodeling B is greater than 25%, but not greater than 50% of the estimated replacement cost of the facility.
4	Remodeling-C	Requires major remodeling of the facility. The approximate cost of Remodeling C is greater than 50% of the replacement cost of the facility.
5	Demolition	Should be demolished or abandoned because the facility is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for a replacement. This category takes precedence over categories 1, 2, 3, & 4. If a facility is scheduled for demolition, its condition is recorded as "demolition," regardless of its condition.
6	Termination	Planned termination or relinquishment of occupancy of the facility for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacation of leased space. This category takes precedence over 1, 2, 3, & 4. If a facility is scheduled for termination, its condition is recorded as "termination," regardless of its condition.

USES SAM, FICM, IEP

COMMENTS:

The above categories and definitions are those recommended in the Higher Education Facilities Inventory and Classification Manual (Romney, 1972). Many of these categories would be applicable only to buildings.

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010
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE Functional Suitability - Facility

DEFINITION:

An institutionally defined rating for the appropriateness of the facility for its assigned activities; e.g., satisfactory, needs major renovation, inadequate for this program, etc.

CODES OR RECORDING INSTRUCTIONS:

USES SAM

COMMENTS:

This data element may take precedence over data element 209 (Functional Suitability - Room).

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

011
ELEMENT NUMBER

ELEMENT TITLE Location

DEFINITION:

An institutionally defined code for the location of the facility. The level of detail should be determined by each institution. Would include campus designation, if appropriate.

CODES OR RECORDING INSTRUCTIONS:

For campus designation, it is recommended that institutions use the six-digit numeric code defined by the Federal Interagency Committee on Education (FICE) and published by the U. S. Office of Education in the "Higher Education Directory."

USES

COMMENTS:

May be in terms of campus grid coordinates.

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012
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY

Facilities Related Data Elements

ELEMENT TITLE Facility Inventory Date

DEFINITION:

The calendar date when this facility was added to the inventory or when the inventory for this facility was updated.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES FICM, SAM

COMMENTS:

DATE ISSUED September 1972

CHAPTER V

FACILITIES-RELATED ELEMENTS

Building Data

DED No.	Title
101	Assignable Area
102	Nonassignable Area
103	Custodial Area
104	Circulation Area
105	Mechanical Area
106	Structural Area
107	Initial Occupancy Date
108	Number of Levels
109	Structural Type

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

101
ELEMENT NUMBER

ELEMENT TITLE Assignable Area

DEFINITION:

The sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant, including every type of space functionally usable by an occupant (excepting those spaces defined as custodial, circulation, mechanical, and structural areas).

CODES OR RECORDING INSTRUCTIONS:

Actual assignable area square footage.

USES FICM, SAM, IEP

COMMENTS:

All assignable areas should be computed by measuring from the inside finishes of surfaces that form the boundaries of the designated areas.

DATE ISSUED September 1972

102
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY

Facilities Related Data Elements

ELEMENT TITLE Nonassignable Area

DEFINITION:

That portion of the area of a building that is not available for assignment to building occupants but that instead is necessary for the general operation of the building. By definition, nonassignable area consists exclusively of the following: circulation, custodial, mechanical, and structural areas.

CODES OR RECORDING INSTRUCTIONS:

Actual nonassignable area square footage.

USES FICM, SAM

COMMENTS:

This element is equal to data element 004 (Gross Area) less data element 101 (Assignable Area).

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

103
ELEMENT NUMBER

ELEMENT TITLE Custodial Area

DEFINITION:

That portion of the nonassignable area that is the sum of all areas of a building used for its protection, care, and maintenance.

CODES OR RECORDING INSTRUCTIONS:

Actual custodial area square footage.

USES FICM

COMMENTS:

Custodial space should include such areas as trashrooms, guardrooms, custodial rooms, custodial locker rooms, and custodial supply rooms.

DATE ISSUED September 1972

104
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY

Facilities Related Data Elements

ELEMENT TITLE Circulation Area

DEFINITION:

That nonassignable portion of a building that is required for physical access to some subdivision of space, whether directly bounded by partitions or not.

CODES OR RECORDING INSTRUCTIONS:

Actual circulation area square footage.

USES FICM

COMMENTS:

Circulation space should include but not be limited to corridors, elevator shafts, escalators, fire towers, stairways, loading platforms, elevator lobbies, and tunnels and bridges, but not aisles that are used only for circulation within office suites, auditoriums, or other working areas.

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DATA ELEMENT DICTIONARY
Facilities Related Data Elements

105
ELEMENT NUMBER

ELEMENT TITLE Mechanical Area

DEFINITION:

That portion of the gross area designed to house mechanical equipment, utility services, and nonprivate toilet facilities.

CODES OR RECORDING INSTRUCTIONS:

Actual mechanical area square footage.

USES FICM

COMMENTS:

Mechanical area should include but not be limited to central utility plants, airduct shafts, boiler rooms, fixed mechanical and electrical rooms, fuel rooms, mechanical service shafts, meter and communication closets, service chutes, stocks, and non-private toilet rooms (custodial and public).

DATE ISSUED September 1972

106
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE Structural Area

DEFINITION:

That portion of the gross area that cannot be occupied or put to use because of the presence of structural features of the building.

CODES OR RECORDING INSTRUCTIONS:

Structural area should generally be determined by assuming it to be the residual area after the assignable, circulation, custodial, and mechanical areas have been subtracted from the gross area.

USES FICM

COMMENTS:

Examples of building features normally classified as structural area are exterior walls, fire walls, permanent partitions, and unusable areas in attics, basements, or comparable portions of a building.

DATE ISSUED September 1972

107
ELEMENT NUMBER

ELEMENT TITLE Initial Occupancy Date

DEFINITION:

The calendar date when this building was first occupied by the institution.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES

COMMENTS:

DATE ISSUED September 1972

108
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE Number of Levels

DEFINITION:

The number of levels in the building including basements, and sub-basements, all intermediate floors and attics.

CODES OR RECORDING INSTRUCTIONS:

Actual number of levels.

USES

COMMENTS:

Each level should have some assignable area associated with it.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

109
ELEMENT NUMBER

ELEMENT TITLE Structural Type

DEFINITION:

An institutionally defined code that designates the construction components of the building; e.g., wood frame exterior, masonry exterior, concrete exterior, load-bearing wall, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

CHAPTER VI

FACILITIES-RELATED ELEMENTS

Room Data

DED No.	Title
201	Room Identifier
202	Room Use
203	Assignable Square Feet
204	Organizational Unit
205	Program Identification
206	Actual Number of Stations
207	Optimum Number of Stations
208	Station Type
209	Functional Suitability
210	Room Accessibility
211	Special Features
212	Room Inventory Date

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

201
ELEMENT NUMBER

ELEMENT TITLE Room Identifier

DEFINITION:

An institutionally defined identifier for the room. Normally this is the "Room Number."

CODES OR RECORDING INSTRUCTIONS:

USES FICM, SAM

COMMENTS:

The Facility Identifier should be used in conjunction with the Room Identifier in order to identify the room uniquely. This is a linking element to the Course and Staff sections.

DATE ISSUED September 1972

202
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE Room Use

DEFINITION:

Categorization of rooms by primary use in accordance with the Higher Education Facilities Inventory and Classification Manual (Romney, 1972).

CODES OR RECORDING INSTRUCTIONS:

Code	Category
100	Classroom Facilities
200	Laboratory Facilities
250	Nonclass Laboratory Facilities
300	Office Facilities
400	Study Facilities
500	Special Use Facilities
600	General Use Facilities
700	Supporting Facilities
800	Health Care Facilities
900	Residential Facilities
000	Unclassified Facilities

See Appendix 2 for detailed definitions of these categories.

USES FICM, SAM, PM, IEP, HEGIS

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

203
ELEMENT NUMBER

ELEMENT TITLE Assignable Square Feet

DEFINITION:

The floor area of the room, measured between the principal surface of the walls and partitions at or near floor level.

CODES OR RECORDING INSTRUCTIONS:

Room assignable square footage.

USES FICM, SAM, PM, IEP, HEGIS

COMMENTS:

DATE ISSUED September 1972

204
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY

Facilities Related Data Elements

ELEMENT TITLE Organizational Unit

DEFINITION:

An institutionally defined code for the organizational unit or department to which the room is assigned.

CODES OR RECORDING INSTRUCTIONS:

USES FICM, SAM

COMMENTS:

This is a linking element that should be consistent throughout all uses and files.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

205
ELEMENT NUMBER

ELEMENT TITLE Program Identification

DEFINITION:

The program to which the activities occurring in this room contribute.

CODES OR RECORDING INSTRUCTIONS:

A six-digit numeric code corresponding to the first six digits of the Program Classification Structure.

USES FICM, SAM, PM, IEP

COMMENTS:

The Higher Education Facilities Inventory and Classification Manual (Romney, 1972) should be consulted when using this data element.

DATE ISSUED September 1972

206
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE Actual Number of Stations

DEFINITION:

The actual number of stations for primary occupants or users of the room.

CODES OR RECORDING INSTRUCTIONS:

USES PM

COMMENTS:

DATE ISSUED September 1972

207
ELEMENT NUMBER

ELEMENT TITLE Optimum Number of Stations

DEFINITION:

The number of stations that would be located in the room if the optimum station layout were achieved.

CODES OR RECORDING INSTRUCTIONS:

USES FICM, SAM

COMMENTS:

This element may be a function of design capacity or some existing standard.

DATE ISSUED September 1972

208

ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY

Facilities Related Data Elements

ELEMENT TITLE Station Type

DEFINITION:

An institutionally defined code for the type of station within this room; e.g., fixed or movable chairs, table seating, stools, lab stations, desks, etc.

CODES OR RECORDING INSTRUCTIONS:

USES SAM

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

209
ELEMENT NUMBER

ELEMENT TITLE Functional Suitability - Room

DEFINITION:

An institutionally defined rating for the appropriateness of the room for its assigned activities, e.g., satisfactory, needs major renovation, inadequate for this program, etc.

CODES OR RECORDING INSTRUCTIONS:

USES SAM

COMMENTS:

DATE ISSUED September 1972

210
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE Room Accessibility

DEFINITION:

An indication of whether or not this room is accessible by a wheel chair.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

211
ELEMENT NUMBER

ELEMENT TITLE Special Features

DEFINITION:

An institutionally defined code describing the special features for this room. May be based on programmatic factors or maintenance factors; e.g., air conditioned, special equipment, built-in computer terminals, closed circuit TV, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

212
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE Room Inventory Date

DEFINITION:

The calendar date when the inventory for this room was taken or updated.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES FICM, SAM

COMMENTS:

DATE ISSUED September 1972

APPENDIX 1

STANDARD FORMAT FOR CALENDAR DATE

The specification for calendar date used in the Data Element Dictionary is the one adopted by the U. S. Department of Commerce, National Bureau of Standards as reported in Federal Information Processing Standards (FIPS) Publication No. 4 dated November 1, 1968.

In this standard, "Calendar Date is represented by a numeric code of six consecutive positions that represent (from left to right, in high to low order sequence) the Year, the Month and the Day, as identified by the Gregorian Calendar."

The first two positions represent the tens and units identification of the year. For example, the year 1914 is represented as 14, and the year 1915 is represented as 15.

The third and fourth positions represent the twelve months of the year, i.e.,

Month	Code
January	01
February	02
March	03
April	04
May	05
June	06
July	07
August	08
September	09
October	10
November	11
December	12

The fifth and sixth positions represent the days of the month, which are expressed as 01 through 31.

Examples of calendar date coding are: December 1, 1909, is coded as 091201; 31 January, 1964, is coded as 640131; 1967 January 15 is coded as 670115.

When the day of the month is not known, insert zeroes in the last two digits of the date field.

APPENDIX 2*

STANDARD ROOM USE CATEGORIES

ASSIGNABLE AREAS

100 CLASSROOM FACILITIES

110 Classroom

Definition: A room used by classes that do not require special-purpose equipment for student use.

Description: Included in this category are rooms generally used for scheduled instruction requiring no special equipment and referred to as lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with tablet arm chairs (fixed to the floor, joined together in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. A classroom may be furnished with special equipment appropriate to a specific area of study if this equipment does not render the room unsuitable for use by classes in other areas of study.

Limitations: This category does not include conference rooms (350), meeting rooms (680), auditoriums (610), or class laboratories (210). Conference rooms and meeting rooms are distinguished from seminar rooms on the basis of primary use; rooms with tables and chairs that are used primarily for meetings (as opposed to classes) are conference rooms or meeting rooms. (See categories 350 and 680 for the distinction between conference rooms and meeting rooms.) Auditoriums are distinguished from lecture rooms on the basis of primary use; a large room with seating oriented toward some focal point which is used for dramatic or musical productions, or for general meetings is an assembly facility (i.e., an auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom on the basis of equipment in the room and by its limited use. A room with specialized equipment such as laboratory benches, typewriters, desk calculators, drafting tables, musical equipment (instructional), shop equipment, etc., that is used for instructional purposes is a class laboratory, a special class laboratory, or an individual study laboratory.

115 Classroom Service

Definition: A room that directly serves one or more classrooms as an extension of the activities in such a room.

*Reprinted from Appendix 5.2 in Higher Education Facilities Inventory and Classification Manual. (Romney, 1972)

APPENDIX 2

STANDARD ROOM USE CATEGORIES

Description: Included in this category are projection rooms, cloak rooms, preparation rooms, closets, and storage if they serve classrooms.

Limitations: This category does not include projection rooms, cloak rooms, preparation rooms, closets, or storage, if such rooms serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as assembly facility service.

200 LABORATORY FACILITIES

210 Class Laboratory

Definition: A room used primarily by regularly scheduled classes that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A class laboratory is designed for and/or furnished with equipment to serve the needs of a particular discipline for group instruction in regularly scheduled classes. The design of and/or equipment in such a room normally limits or precludes its use for other disciplines. Included in this category are rooms generally referred to as teaching laboratories, instructional shops, typing laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, and similar specially designed and/or equipped rooms if they are used primarily for group instruction in regularly scheduled classes. Computer processing rooms used primarily to instruct students in the use of EDP equipment are classified as class laboratories if that instruction is conducted primarily in regularly scheduled classes.

Limitations: This category does not include laboratory rooms that serve as individual (or independent) study rooms (230 or 410). It does not include laboratories used for group instruction that are informally or irregularly scheduled (220). This category does not include rooms generally referred to as research laboratories (250). It does not include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities that are included under special use facilities (500). Computer processing facilities used jointly for instruction and/or research and/or administration are coded Data Processing/Computer (710).

APPENDIX 2

STANDARD ROOM USE CATEGORIES

215 Class Laboratory Service

Definition: A room that directly serves one or more class laboratories as an extension of the activities in those rooms.

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities that serve a class laboratory except animal rooms and greenhouses.

Limitations: This category does not include balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve special class laboratories (225), individual study laboratories (235), or non-class laboratories (255). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

220 Special Class Laboratory

Definition: A room used primarily by informally (or irregularly) scheduled classes that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A special class laboratory is designed for and/or furnished with equipment to serve the needs of a particular area of study for group instruction in informally (or irregularly) scheduled classes. The design and/or equipment in such a room normally limits or precludes its use for other areas of study. Special class laboratories typically (but not necessarily or exclusively) include such rooms as language laboratories, (group) music practice rooms, (group) studios, etc., if they are used primarily for group instruction in informally (or irregularly) scheduled classes. Note that the criteria for differentiating between special class laboratories and class laboratories is the irregular or informal nature of the scheduling, and not the specialization of the equipment or instruction.

Limitations: This category does not include class laboratories (210), individual study rooms (230 or 410), and research laboratories (250). It does not include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities that are included under special use facilities (500). Computer processing facilities used jointly for instruction and/or research and/or administration are coded Data Processing/ Computer (710).

APPENDIX 2

STANDARD ROOM USE CATEGORIES

225 Special Class Laboratory Service

Definition: A room that directly serves one or more special class laboratories as an extension of the activities in those rooms.

Description: Included in this category are tape storage rooms, equipment storage rooms, stock rooms and similar rooms which serve a special class laboratory, except animal rooms and greenhouses.

Limitations: This category does not include rooms that serve class laboratories (215), individual study laboratories (235), or non-class laboratories (255). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

230 Individual Study Laboratory

Definition: A room used primarily for individual student experimentation, observation, or practice in a particular field of study.

Description: Included in this category are music practice rooms, individual study laboratories, and similar rooms that serve a particular subject-matter area. Stations may be grouped (as in an individual study laboratory) or individualized (as in a music practice room).

Limitations: This category does not include individual study facilities that are intended for general study purposes. Study areas not related to a specific area of study are classified as study facilities (400). Computer processing facilities used jointly for instruction and/or research and/or administration are coded Data Processing/Computer (710).

235 Individual Study Laboratory Service

Definition: A room that directly serves one or more individual study laboratories as an extension of the activities in those rooms.

Description: Included in this category are equipment storage, stock rooms, and similar rooms which serve an individual study laboratory facility except animal rooms and greenhouses.

Limitations: This category does not include rooms that serve class laboratories (215), special class laboratories (225), or non-class laboratories (255). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

250 Non-Class Laboratory

Definition: A room used for laboratory applications, research, and/or training in research methodology that requires special-purpose equipment for staff and/or student experimentation or observation.

Description: Included in this category are rooms generally referred to as research laboratories and research laboratory-offices.

Limitations: This category does not include rooms generally referred to as teaching laboratories, such as class laboratories (210), special class laboratories (220), or individual study laboratories (230).

255 Non-Class Laboratory Service

Definition: A room that directly serves one or more non-class laboratories as an extension of the activities in those rooms.

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve a non-class laboratory except animal rooms and greenhouses.

Limitations: This category does not include balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve a class laboratory (215), a special class laboratory (225), or an individual study laboratory (235). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

300 OFFICE FACILITIES

310 Office

Definition: A room used by faculty, staff, or students working at a desk (or table).

APPENDIX 2

STANDARD ROOM USE CATEGORIES

Description: An office typically is equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets. Included in this category are rooms generally referred to as faculty offices, administrative offices, clerical offices, graduate assistant offices, teaching assistant offices, student offices, etc. Included in this category is a studio (music, art, etc.) if that room also serves as the office of a staff member.

Limitations: Special note should be taken of rooms which are equipped both as office and "research laboratory." A room equipped with laboratory benches, specialized scientific equipment, and/or such utilities as gas, water, steam, air, etc., is classified as a non-class laboratory (250). Note that this distinction rests on equipment rather than function. It is recommended that those rooms that have office type equipment and fixed laboratory type equipment (primarily in the biological and physical sciences) within the same room be classified as non-class laboratories (250). Large rooms, such as glass shops, printing shops, reading rooms, research laboratories, etc., that incidentally contain a desk space for a technician or staff member are classified according to the primary purpose of the room, rather than as offices.

315 Office Service

Definition: A room that directly serves an office or group of offices as an extension of the activities in those rooms.

Description: Included in this category are file rooms, mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms, and office supply rooms.

Limitations: Centralized mimeograph and printing shops that are campus-wide in scope should be classified as shop facilities (720).

350 Conference Room (Office Related)

Definition: A room serving an office complex and used primarily for staff meetings and departmental activities other than instructional activities.

Description: A conference room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. Normally it is used by a specific organizational unit, whereas meeting rooms (680) are used for general purposes such as community group meetings. It is distinguished from facilities such as seminar rooms, lecture rooms, and general classrooms (110) because it is used primarily for activities other than scheduled classes. Rooms that serve both as conference rooms and meeting rooms should be classified according to their principal use.

Limitations: This category does not include classrooms (110), seminar rooms (110), lecture rooms (110), auditoriums (610), interview rooms, or lounge facilities (650).

355 Conference Room Service (Office Related)

Definition: A room that directly serves one or more conference rooms as an extension of the activities in those rooms.

Description: Included in this category are such rooms as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc.

Limitations: This category does not include kitchens, dining rooms, and similar facilities in a centralized conference-type building (680). Dining rooms open to the student body at large and/or the public are categorized as food facilities (630).

400 STUDY FACILITIES

410 Reading/Study Room

Definition: A room used by individuals to study books or audio/visual materials.

Description: Included in this category are rooms generally referred to as library reading rooms, carrels, study rooms, individual study stations, study booths, and similar rooms that are intended for general study purposes. Study stations may be grouped (as in a library reading room) or individualized (as in a carrel). Study stations in a reading room may include typewriters, remote terminals of a computer, electronic display equipment, etc. (See also 430.) Reading rooms need not be located only in libraries but also may be found in residence halls or academic buildings.

Limitations: This category does not include individual study laboratories (230) that are limited in use to a particular area of study. This category does not include classrooms (110), class laboratories (210), special class laboratories (220), non-class laboratories (250), offices (310), sleep/study rooms in residence halls or other housing units (910 or 920), waiting rooms (315), or lounge facilities (650).

420 Stack

Definition: A room (or portion of a room) used to provide shelving for library or audio/visual materials.

Description: Included in this category are rooms generally referred to as library stacks. (See also 430.)

Limitations: This category does not include book-shelf space in classrooms, laboratories, or offices. Audio/visual film and tape libraries that generally serve groups (rather than individuals) are classified as audio/visual, radio, TV facilities.

Separate tape storage rooms for language laboratories should be classified as special class laboratory service (225) or individual study laboratory service (235). Separate rooms containing musical scores, records, and tapes are classified as stack space if the primary purpose of the materials is for instruction or research (as in a library or music building). Rooms containing such materials and intended for listening enjoyment (as in a student union) should be classified as recreation facility service (675).

430 Open-Stack Reading Room

Definition: A room that is a combination of a reading room and stack, generally without physical boundaries between the stack and reading areas.

Description: Included in this category are rooms generally referred to as open-stack reading rooms.

Limitations: This category is not used if the area of an open-stack reading room can be prorated to reading room (410) and stack (420) at the time the physical inventory is made. This category might be used as a "working-purposes" category if proration on some appropriate basis is anticipated. Further limitations are defined under reading room (410) and stack (420).

440 Processing Room

Definition: A room which serves a reading/study room, stack, or open-stack reading room as a supporting service to such rooms.

Description: Included in this category are rooms generally referred to as card catalog, circulation desk, bookbinding, microfilm processing and audio-visual record-playback equipment for distribution to individual study stations.

Limitations: This category does not include such library space as: offices for staff (310); acquisitions work areas that are to be classified as offices (310); campuswide or centralized audio/visual preparation areas, bookbinding, and microfilm processing areas that are to be classified as shop facilities (720); instructional facilities for library science staff that are to be classified as classrooms (110), class laboratories (210), special class laboratories (220), offices (310), or other appropriate designations.

455 Study Service

Definition: A room which directly serves reading/study rooms, stacks, open-stack reading rooms, or processing rooms as a direct extension of the activities in those rooms.

Description: Other categories in these definitions have provided a "service" category for each type of room. Because such facilities are minimal in library-type spaces this one category of study facility service space is provided for all types of study facilities. Included are such areas as closets, locker space, coatrooms, etc.

Limitations: This category does not include card catalogs, circulation desks, and other areas designated as processing rooms (440).

500 SPECIAL USE FACILITIES

510 Armory

Definition: A room or area used by Reserve Officer Training Corps (ROTC) units.

Description: This category includes indoor drill areas, indoor rifle ranges, and special-purpose military science rooms.

Limitations: Classrooms (110), class laboratories (210), and offices (310) in an armory facility are designated as such, even though they are located in an armory building.

515 Armory Service

Definition: A room that directly serves an armory facility as an extension of the activities of that facility.

Description: This category includes supply rooms, weapons rooms, coatrooms, etc.

Limitations: Classroom service rooms (115), class laboratory service rooms (215), and office service rooms (315) are so classified even though they are located in an armory building.

520 Athletic/Physical Education

Definition: A room (or area) used by students, staff, or the public for athletic/physical education activities.

Description: Included in this category are rooms generally referred to as gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor "fields," and fieldhouses.

Limitations: No distinction by room use category is made on the basis of instructional versus intramural or intercollegiate use of gymnasiums, swimming pools, etc. The program dimension of this classification structure provides the capability of making those distinctions.

Institutions that wish to study the utilization of such facilities will need to further subdivide this category. This category does not include classroom facilities (100), laboratory facilities (200), or office facilities (300), even though they may be located in an athletic building. This category does not include the spectator seating area associated with athletic facilities (523). It does not include outside fields, tennis courts, archery ranges, etc. This category does not include rooms used for recreational purposes (670) such as bowling alleys, billiards rooms, ping pong rooms, ballrooms, chess rooms, card playing rooms, or hobby rooms.

APPENDIX 2

STANDARD ROOM USE CATEGORIES

523 Athletic Facilities Spectator Seating

Definition: The seating area used by students, staff, or the public to watch athletic events.

Description: Included in this category are permanent seating areas in fieldhouses, gymnasiums, and natatoria.

Limitations: This category does not include temporary or movable seating areas. Stadium seating by definition is structural area.

525 Athletic/Physical Education Service

Definition: A room that directly serves an athletic/physical education facility as an extension of the activities in that facility.

Description: Included in this category are rooms generally referred to as P. E. locker rooms, shower rooms, coaches' rooms, ticket booths, dressing rooms, equipment supply rooms, first aid rooms, skate sharpening rooms, towel rooms, etc.

Limitations: This category does not include public toilet rooms.

530 Audio/Visual, Radio, TV

Definition: A room or group of rooms used for the production and distribution of audio/visual, radio, and TV materials, and for the operation of equipment for the communication of these materials.

Description: This category includes rooms generally referred to as TV studios, radio studios, and sound studios, graphics studios, and similar rooms.

Limitations: Studios used primarily as part of an instructional program to train students in communication techniques should be classified as class laboratories (210) if scheduled, or as special class laboratories (220) if not scheduled.

535 Audio/Visual, Radio, TV Service

Definition: A room that directly serves an audio/visual, radio, or TV facility as an extension of the activities in that facility.

APPENDIX 2

STANDARD ROOM USE CATEGORIES

Description: Included in this category are rooms generally referred to as film library, tape library, control room, videotape recorder room, property storage, recording rooms, engineering maintenance rooms, darkrooms, preparation rooms, and equipment storage rooms.

Limitations: Control rooms, recording rooms, and similar facilities used primarily to train students in communication techniques should be classified as class laboratory service or special class laboratory service (225).

540 Clinic (Non-Health Professions)

Definition: A room used for the diagnosis and/or the treatment of patients in a program other than medicine (human or veterinary), dentistry, and student health care.

Description: Included in this category are rooms generally referred to as patient examination rooms, testing rooms, consultation rooms. Clinics are typically associated with such educational areas as psychology, speech and hearing, remedial reading, and remedial writing.

Limitations: This category does not include clinics associated with student health care. It does not include clinics for the medical or dental treatment of humans or animals.

545 Clinic Service (Non-Health Professions)

Definition: A room that directly services a clinic facility as an extension of the activities in that facility.

Description: Included in this category are waiting rooms, observation rooms, control rooms, records rooms, and similar supporting rooms.

Limitations: This category does not include rooms which serve health care facilities (800).

550 Demonstration

Definition: A room (or group of rooms) used to practice the principles of certain disciplines such as teaching and home economics.

APPENDIX 2

STANDARD ROOM USE CATEGORIES

Description: This category includes demonstration schools, laboratory schools, pre-school nurseries, etc., if the facilities support the training of the college-level students as teachers. This category includes home management houses that serve to train college-level students in home economics.

Limitations: Demonstration schools, laboratory schools, pre-school nurseries, and home management houses in which the students serve as the subjects for a research study are classified as non-class laboratories (250). Rooms that serve nursery, elementary, or secondary schools students (in a laboratory school or pre-school nursery) will not be classified as classrooms, class laboratories, or offices, etc., but rather as demonstration facilities. However, classrooms (110) or class laboratories (210) in such facilities used primarily for college-level students should be so classified. Offices (310), conference rooms (350), and meeting rooms (680) used by college-level staff should be so classified.

555 Demonstration Service

Definition: A room that directly serves a demonstration facility as an extension of the activities in that facility.

Description: Included in this category are facilities generally referred to as storerooms, laundry, etc., in a home demonstration facility, and as kitchen, lockers, shower rooms, etc., in a laboratory school.

Limitations: The distinction between a demonstration facility and demonstration facility service is somewhat arbitrary. In general, the primary activity areas such as kitchen, dining room, living room (in a home demonstration house), or classrooms, laboratories, gymnasiums that serve nursery, elementary, or secondary school students (in a laboratory school) should be designated as demonstration facilities.

560 Field Building

Definition: A barn or similar structure for animal shelter or the handling, storage, and/or protection of farm products, supplies, and tools, and for field experiments.

Description: Field-service facilities include barns, animal shelters, sheds, silos, feed units, hay storage, and seedhouses. Greenhouses related to farm operations are included in this category. Structures are typically of light frame construction

with unfinished interiors, usually but not exclusively related to argicultural field operations, and are frequently located outside the central campus area. Also included are such facilities as meteorological field test stations.

Limitations: Location of a building is not sufficient justification for classification as a field-service facility. Finished rooms such as endocrine research laboratories, dairy research laboratories, etc., should be classified as non-class laboratory facilities (250).

570 Animal Quarters

Definition: A room that houses laboratory animals maintained for the institution for research and/or instruction purposes.

Description: This category includes rooms generally referred to as animal rooms, cage rooms, stalls, wards, and similar rooms that are used to house animals intended for use in class laboratories, non-class labs, special class labs, or individual study labs.

Limitations: Does not include areas for treatment of patient animals. See Health Care Facilities (800).

575 Animal Quarters Service

Definition: A room that directly serves an animal care facility as an extension of the activities in that facility.

Description: The category includes rooms generally referred to as feed storage rooms, feed mixing rooms, cage washing rooms, and similar facilities such as surgery, casting, or instrument rooms.

Limitations: Does not include areas that directly serve areas used for the treatment of patient animals. See Health Care Facilities (800).

580 Greenhouse

Definition: A building or room, usually chiefly of glass or other light transmitting material, for the cultivation and/or protection of plants.

Description: Includes rooms generally referred to as greenhouses.

APPENDIX 2

STANDARD ROOM USE CATEGORIES

585 Greenhouse Service

Definition: A room that directly serves a greenhouse facility as an extension of the activities in that facility.

Description: Includes rooms generally referred to as hothouses.

590 Other

Definition: A category of last resort.

Description: This category is included only as a category of last resort to be used to account for and classify those facilities that cannot be described, even approximately, with other codes and definitions.

Limitations: This category should have very limited use if it is used at all.

600 GENERAL USE FACILITIES

610 Assembly

Definition: A room designed and equipped for the assembly of large numbers of persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities.

Description: This category includes rooms generally referred to as theaters, auditoriums, concert halls, arenas, chapels, and (livestock) judging pavilions. Seating area, stage, orchestra pit, chancel, arena, and aisles are included in assembly facilities. Assembly facilities may also serve instructional purposes to a minor or incidental extent.

Limitations: Assembly facilities that are used primarily for instructional purposes are classified as classrooms (110).

615 Assembly Service

Definition: A room that directly serves an assembly facility as an extension of the activities in that facility.

Description: This category includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume storage, green rooms, control rooms, etc.

Limitations: Lobbies are non-assignable space classified as circulation area (WWW).

620 Exhibition

Definition: A room used for exhibition of materials, works of art, artifacts, etc., and intended for general use by students and the public.

Description: This category includes museums, art galleries, and similar exhibition areas.

Limitations: Collections not primarily for general exhibition, such as departmental displays of anthropological, botanical, or geological specimens should be classified under an appropriate laboratory category.

625 Exhibition Service

Definition: A room that directly serves an exhibition facility as an extension of the activities in that facility.

Description: This category includes work rooms for the preparation of materials and displays; vaults or other storage for works of art; check rooms; etc.

Limitations: Research areas in museums are classified as non-class laboratories (250) or non-class laboratory service (255).

630 Food Facility

Definition: A room used for eating food.

Description: This category includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities which are open to the student body and/or the public at large. Areas intended primarily as food facilities, even though containing vending machines rather than serving counters, are included in this category. Rooms with vending machines other than for regular meal or snack service are classified as lounge facilities (650) or merchandising facilities (660).

APPENDIX 2

STANDARD ROOM USE CATEGORIES

635 Food Facility Service

Definition: A room that directly serves a food facility as an extension of the activities in that facility.

Description: This category includes such areas as kitchens, refrigeration rooms, freezers, dishwashing rooms, cafeteria serving, preparation, cleaning, etc., including such areas in residence halls.

650 Lounge

Definition: A room used for rest and relaxation.

Description: A lounge facility is typically equipped with upholstered furniture, draperies, and/or carpeting, and may include vending machines.

Limitations: A lounge facility is distinguished from a conference room (350) and a meeting room (680) by its more informal atmosphere and its general public availability. A "lounge" area associated with a toilet is non-assignable space and classified as mechanical area (see 030). A room devoted wholly to vending machines is classified as a merchandising facility (660). Vending machine areas in food facilities are classified 630.

655 Lounge Service

Definition: A room that directly serves a lounge facility, such as a kitchenette.

660 Merchandising Facility

Definition: A room (or group of rooms) used to sell products or services.

Description: This category includes such rooms as bookstores, barber shops, post offices, dairy stores, student union "desks," and vending machine areas devoted wholly to vending machines.

Limitations: This category does not include dining rooms, restaurants, snack bars, and similar food facilities (630), or vending machine areas associated with food facilities or lounges (650). It does not include meeting rooms (680) which are classified as conference facilities. Hotel and motel rooms are classified in the appropriate category of residential facilities (900).

665 Merchandising Facility Service

Definition: A room that directly serves a merchandising facility as an extension of the activities in that facility.

Description: Included in this category are rooms generally referred to as supply closets, sorting rooms, freezers, telephone rooms, and private toilets.

670 Recreation

Definition: A room used by students, staff, and/or the public for recreational purposes.

Description: This category includes such rooms as bowling alleys, pool and billiards rooms, ping pong rooms, ballrooms, chess rooms, card-playing rooms, (non-instructional) music listening rooms, and hobby rooms.

Limitations: This category does not include gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor fields, or field houses, that should be classified as athletic/physical education facilities (520). It does not include outdoor facilities such as tennis courts, archery ranges, fields (football, hockey, etc.), or golf courses.

675 Recreation Service

Definition: A room that directly serves a recreation facility as an extension of the activities in that facility.

Description: This category includes storage closets, equipment issue rooms, cashier's desk, and similar rooms.

Limitations: This category does not include kitchens, short-order kitchens, snack bars, or other food facilities. It does not include athletic/physical education facility service (525) such as locker rooms, shower rooms, ticket booths, dressing rooms, and other similar service areas.

680 Meeting Room

Definition: A room used for a variety of non-class meetings.

Description: A meeting room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. Although it may be assigned to a specific organizational unit, it is used primarily by groups for general purposes such as student senate, student government, community groups, and short term meetings conducted by an extension division. A meeting room is distinguished from a conference room (350) because conference rooms are considered part of an office complex and are generally used for staff meetings or other departmental non-class activities.

Limitations: Rooms serving an office complex and used primarily for staff meetings are classified as conference rooms (350). Seminar rooms used primarily for scheduled classes are classified as classrooms (110).

685 Meeting Room Service

Definition: A room that serves a meeting room as an extension of the activities in that room.

Description: Included in this category are such rooms as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc.

Limitations: This category does not include such rooms as kitchenettes and chair storage rooms that serve conference rooms (355).

690 Locker Room

Definition: A room used for changing clothes and/or storing personal materials.

APPENDIX 2

STANDARD ROOM USE CATEGORIES

Description: Includes service rooms intended for student and/or staff use principally for storage of clothing and/or individual materials, e.g., physical plant locker rooms.

Limitations: Does not include physical education or intercollegiate athletics locker rooms and areas (see 525).

700 SUPPORTING FACILITIES

710 Data Processing/Computer

Definition: A room or group of rooms used for processing of data by computers.

Description: This category includes keypunch rooms, electronic data processing rooms, electronic computer rooms, and similar data processing areas.

Limitations: This category does not include rooms containing desk calculators, post-billing machines, check-writing machines, and similar office or office service rooms. It is recommended that the area occupied by a keypunch machine, sorter, or other Electronic Data Processing (EDP) equipment in a room otherwise classifiable as an office (310) not be prorated to this category. A data processing facility used only for instruction should be classified as a class laboratory (210) or special class laboratory (220) or individual study laboratory (230).

If a room, otherwise classifiable as an office (310), happens to contain a keypunch machine, sorter, or other small EDP equipment, do not prorate the area in that room, but rather classify the entire room as office (310).

715 Data Processing/Computer Service

Definition: A room that directly serves a data processing computer facility as an extension of the activities in that facility.

Description: This category includes such rooms as card storage, paper form storage, tape storage, control rooms, plugboard storage, wiring rooms, equipment repair rooms, observation rooms, and similar service areas.

Limitations: This category does not include rooms for data processing personnel. These rooms should be classified as offices (310).

720 Shop

Definition: A room used for the manufacture, repair, or maintenance of products or equipment.

Description: This category includes such rooms as carpenter shops, plumbing shops, electrical shops, painting shops, and similar physical plant maintenance facilities. It also includes central printing and duplicating shops.

Limitations: This category does not include instructional shops; industrial arts and vocational-technical shops used for instruction should be classified as class laboratories (210). Materials preparation areas in audio-visual, radio stations, and TV studios should be so classified (535). Maintenance and repair areas of vehicles, airplanes, boats, etc., should be so classified (745). Engineering drafting rooms serving the physical plant operation are classified as offices (310). Blueprint storage rooms are classified as office service (315).

725 Shop Service

Definition: A room that directly serves a shop facility as an extension of the activities in that facility.

Description: Included in this category are tool supply-storage rooms, materials storage rooms, and similar equipment or material supply and/or storage rooms. Locker rooms, shower rooms, lunch rooms, and similar non-public areas that serve the shop facility should be included.

Limitations: This category does not include service areas related to class laboratories (215) or non-class laboratories (255). It does not include vehicular repair facilities (garages) that are classified as vehicle storage facility service (745). Blueprint storage rooms should be classified as office service (315).

APPENDIX 2

STANDARD ROOM USE CATEGORIES

730 Storage

Definition: A room used to store materials.

Description and Limitations: Classification of a room as a Storage facility is limited by definition to a central storage facility (warehouse) and inactive departmental storage. Storage related to other types of space follow the classification of that type of space with a "service" designation. For example, a storage closet for office supplies is classified as office service (315). The distinction between the "service" and "storage" classifications rests on the possibility of physical separation of the materials stored. If the materials being stored could be placed in a warehouse, implying only occasional demand for the materials, then storage facility is the appropriate classification. Storage that must be close at hand because of the nature of the materials stored and the demands placed upon them by the program should be classified in the appropriate "service" category.

735 Storage Service

Definition: A room that directly serves a storage facility.

740 Vehicle Storage Facility

Definition A room or structure that is used to house and/or store vehicles.

Description: This category includes parking structures and other rooms and buildings generally referred to as garages, boat houses, airport hangars, and other storage areas for vehicles (broadly defined).

Limitations: This category does not include portions of barns or similar field-service facilities that are used to house farm implements. Uncovered exterior parking areas are excluded.

745 Vehicle Storage Service

Definition: A room or structure used to service vehicles.

Description: This category includes any area associated with a vehicle storage facility that is used for the maintenance and repair of automotive equipment, boats, airplanes, and similar vehicles.

Limitations: This category does not include service areas that serve building maintenance and repair, and that are classified as shop facilities (720).

750 Central Food Stores

Definition: A central facility for the processing and storage of foods used in food facilities.

Description: This category includes food storage areas, lockers, cold rooms, refrigerators, meat processing areas, and similar facilities located in a central food stores building.

Limitations: Offices (310) located in a central food stores building are so classified. Food storage areas, freezers, lockers, etc., not located in a central food stores building are classified as food facility service (635).

760 Central Laundry

Definition: A central facility used for cleaning, washing, drying, and ironing linens, uniforms, etc.

Description: This category includes laundry rooms, drying rooms, ironing rooms, etc., located in a central laundry.

Limitations: Offices (310) located in a central laundry are so classified. Laundry rooms, drying rooms, ironing rooms, etc., not located in a central laundry are classified as residential facilities or as service space to whatever type of facility they serve.

800 HEALTH CARE FACILITIES

Note: This category includes the room uses listed below that are located in student health facilities and in health professions clinics and in hospitals. The codes and definitions in this series (800) are designed to describe health care facilities for human as well as non-human animals requiring health care. This category does not include non-medical clinic facilities.

APPENDIX 2

STANDARD ROOM USE CATEGORIES

810 Patient Bedroom

Definition: A room equipped with a bed and used for patient care.

Description: This category includes general nursing care, acute care, semi-convalescent/rehabilitative adult or pediactric bedrooms, intensive care units, progressive coronary care units, emergency bed care units, observation units, infant care nurseries, incubator units, wards, etc. Connected clothes closets are included. Animal stalls for patient animals are also included.

820 Patient Bath

Definition: A room containing patient bath and toilet facilities.

Description: Included in this category are toilet/bath facilities adjoining or in conjunction with patient bedrooms.

Limitations: Public toilet facilities are excluded.

830 Nurse Station

Definition: A room or area used by nurses who are supervising and/or administering health care facilities.

Description: Included in this category are areas devoted to records charting, reception desks, admissions desks, and areas adjoining nurses stations, such as utility rooms, work-storage areas, formula preparation areas, medications areas, etc.

Limitations: Rooms that can be identified as offices should be classified 310.

840 Surgery

Definition: A room used for surgery.

Description: Included in this category are major and minor surgery rooms, delivery rooms, special procedures operating rooms, and rooms used in conjunction with and as a direct extension of the activities of a surgery room such as labor rooms, recovery rooms, monitoring/observation rooms, special support equipment rooms (e.g., anesthesia, heart, lung, x-ray, etc.), dictation booths, scrub-up areas, instrument clean-up and storage, gurney storage, sterile supplies storage.

APPENDIX 2

STANDARD ROOM USE CATEGORIES

850 Treatment

Definition: A room used for diagnostic and therapeutic treatment.

Description: Included are rooms used for radiology, fluoroscopy, angiography, physical therapy, dialysis, cardiac catherization, pulmonary function/vascular testing, EEG, ECG, EMG, combined doctor's office and examination/treatment rooms, and rooms which support treatment rooms as a direct extension of the activities of such a facility such as dressing rooms, film processing and viewing rooms, work preparation rooms, special equipment storage.

860 Service Laboratory

Definition. A room used to provide diagnostic support services to health care facilities.

Description: Includes rooms generally referred to as pathology labs, pharmacy labs, autopsy labs, etc., e.g., hematology, chemistry tissue, bacteriology, serology, blood bank, basal metabolism, isotope, and rooms which serve service laboratories as a direct extension of the activities of such a facility such as rooms generally referred to as cadaver storage/morgue, autoclave and centrifuge rooms, warm and cold rooms.

Limitations: This category does not include class laboratories (210), special class laboratories (220), or other facilities used primarily for organized instruction.

870 Supplies

Definition: A room used to store supplies for health care facilities.

Description: Central supply, pharmacy supplies/storage and dispensary, miscellaneous storage of a relatively inactive nature, other than that included in other primary and service room types.

880 Public Waiting

Definition: A room used by the public to await admission, treatment, or information.

APPENDIX 2

STANDARD ROOM USE CATEGORIES

Description: Included are lobbies, waiting and reception areas, visiting areas, and viewing areas.

Limitations: Lounges (650) are excluded from this category.

895 Health Care Service

Definition: Rooms used for housekeeping, linen storage, and handling. Includes rooms used by housekeeping staff for storerooms, closets, locker rooms, etc., for building maintenance and operation.

Limitations: Non-assignable areas are explicitly excluded from this category. Excludes mechanical and equipment rooms.

900 RESIDENTIAL FACILITIES

910 Sleep/Study without Toilet/Bath

Definition: One or more residential rooms for one or more individual(s) typically furnished with bed(s), wardrobe(s), desk(s), and chair(s), without an internally connected bath.

Description: This category includes single or multiple sleep/study rooms. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living/study and includes connected closets.

Limitations: Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as reading/study (410). Residential quarters equipped with cooking facilities are coded as Apartment (950). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded as Food Service (635).

919 Toilet/Bath

Definition: A toilet and/or bathroom intended to be used only by the occupants of the residential facilities, rather than by the general public.

APPENDIX 2

STANDARD ROOM USE CATEGORIES

Description: This category includes common or shared bathroom facilities which may consist of full or half-baths, showers, or toilet and shower combinations; used by the residents, and accessible from a corridor or other general circulation area.

Limitations: This category does not include public rest rooms. Bathrooms internal to a sleep/study room (920), apartment (950), or house (970) are included in those respective categories.

920 Sleep/Study with Toilet/Bath

Definition: One or more rooms for individual(s), typically furnished with bed(s), wardrobe(s), desk(s), and chair(s), with an internally connected bath.

Description: This category includes single or multiple sleep/study rooms with bath facilities internal to the suite and not separately coded 919. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living/study and includes connected closets.

Limitations: Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as reading/study (410). Residential quarters equipped with cooking facilities are coded as Apartment (950). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded as Food Service (435).

935 Sleep/Study Service

Definition: A room (or group of rooms) which directly serve the occupants of an individual sleep/study room with or without toilet/bath (910 and 920).

Description: This category includes mail rooms, laundry and pressing rooms, linen closets, maid rooms, serving rooms, trunk storage rooms, and telephone rooms which serve the occupants of sleep/study facilities.

Limitations: This category does not include food facilities (see 630 and 635), central laundry (see 760), or central food stores (see 750), toilet/bath (see 919), lounge facilities (see 650), recreation or activity areas (see 670, 675), or non-assignable building service areas.

APPENDIX 2

STANDARD ROOM USE CATEGORIES

950 Apartment

Definition: A complete living unit that is not a separate structure.

Description: This is the basic module or group of rooms designed as a complete housekeeping unit, i.e., contains bedroom(s), living room(s), kitchen, and toilet facilities. It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be accounted for. This category includes apartments provided for faculty, staff, or students. Apartments need not be located in a residential building.

955 Apartment Service

Definition: A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility.

Description: This category includes laundry rooms, mail rooms, linen closets, maid rooms, trunk storage rooms, and telephone rooms which serve apartment facilities.

970 House

Definition: A complete living unit that is a separate structure.

Description: This is the basic module or group of rooms designed as a complete housekeeping unit, i.e., contains bedroom(s), living room(s), kitchen, and toilet facilities. It is not intended that individual rooms be specifically identified within the structure, but only that the total interior area be accounted for. This category includes houses provided for faculty, staff, or students.

APPENDIX 2

STANDARD ROOM USE CATEGORIES

000 UNCLASSIFIED FACILITIES

050 Inactive Area

Definition: Rooms that are available for assignment to an organizational unit or activity but are unassigned at the time of the inventory.

Limitations: Rooms that are being modified or are not completed at the time of the inventory are so classified (060 or 070).

060 Alteration or Conversion Area

Definition: Rooms that are temporarily out of use because they are being altered, remodeled or rehabilitated at the time of the inventory.

Limitations: Rooms that are inactive or are not completed at the time of the inventory are classified 050 or 070, respectively.

070 Unfinished Area

Definition: All potentially assignable areas in new buildings or additions to existing buildings that are not completely finished at the time of the inventory.

Limitations: This category is intended only for the unfinished part of a building or addition. The parts that are in use should be classified elsewhere.

APPENDIX 2

STANDARD ROOM USE CATEGORIES

NON-ASSIGNABLE AREA

Note: The following categories are included for purposes of completing the list of room use categories, but are not recommended for collection purposes. Institutions collecting non-assignable area data may find them useful for plant management purposes.

WWW CIRCULATION AREA

XXX CUSTODIAL AREA

YYY MECHANICAL AREA

ZZZ STRUCTURAL AREA

APPENDIX 3

SUGGESTED COBOL PICTURES

DATA ELEMENT	DED NO.	COBOL PICTURE
Actual Number of Stations	206	9(04)
Assignable Area	101	9(07)
Assignable Square Feet	203	9(05)
Circulation Area	104	9(06)
Condition	009	9(01)
Current Book Value	007	9(08)
Custodial Area	103	9(06)
Estimated Replacement Cost	005	9(08)
Facility Identifier	001	X(06)
Facility Inventory Date	012	9(06)
Facility Name	002	X(30)
Facility Name Abbreviation	003	X(06)
Functional Suitability - Facility	010	X(01)
Functional Suitability - Room	209	X(01)
Gross Area	004	9(07)
Initial Occupancy Date	107	9(06)
Location	011	X(10)
Mechanical Area	105	9(06)
Nonassignable Area	102	9(07)
Number of Levels	108	9(02)
Optimum Number of Stations	207	9(04)
Organizational Unit	204	X(06)
Ownership Unit	008	9(01)
Program Identification	205	9(06)
Room Accessibility	210	X(01)
Room Identifier	201	X(04)
Room Inventory Date	212	9(06)
Room Use	202	9(03)
Special Features	211	X(02)
Station Type	208	X(01)
Structural Area	106	9(06)
Structural Type	109	X(01)
Year of Construction	006	9(03)

APPENDIX 4

CHANGES FROM FIRST EDITION

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Actual Stations	106	206	Actual Number of Stations
Building Levels	021	108	Number of Levels
Circulation Area	007	104	Circulation Area
Construction Area	009	106	Structural Area
Custodial Area	006	103	Custodial Area
Estimated Replacement Value	012	005	Estimated Replacement Cost
Facility Location	020	011	Location
Facility Number	001	001	Facility Identifier
Facility Ownership	016	008	Ownership
Functional Suitability	019	010	Functional Suitability - Facility
		209	Functional Suitability - Room
Initial Occupancy Date	017	107	Initial Occupancy Date
Mechanical Area	008	105	Mechanical Area
Net Assignable Area, Facility	005	101	Assignable Area
Net Assignable Area, Room	103	203	Assignable Square Feet
Organizational Unit	104	204	Organizational Unit
Physical Condition	018	009	Condition
Program Identification	105	205	Program Identification
Room Accessibility	109	210	Room Accessibility
Room Number	101	201	Room Identifier

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Room Type	102	202	Room Use
Station Design Capacity	107	207	Optimum Number of Stations
Station Type	108	208	Station Type
Structural Type	022	109	Structural Type

FACILITIES CHANGES - Continued

DELETIONS	DED NO.	DED NO.	ADDITIONS
Acquisition or Construction Cost	013	007	Current Book Value
Additional Capital	011	012	Facility Inventory Date
Construction Process	023	102	Nonassignable Area
Initial Capital Investment	010	212	Room Inventory Date
Movable Equipment Cost	014	211	Special Features
Site Acquisition and/or	015	006	Year of Construction

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2641911000045300:
2.5M:173:GD:Hirsch:2BA64

9341600000045200:
1.5M:173:GD:Hirsch:2BA64

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